

**SECRET**

Approved For Release 2005/11/21 : CIA-RDP70-00211R000800120052-2

DAILY SURVEY ACTIVITIES

Monday, 17 April

1. Discussed with [ ] his definition of the Division's Mission and Function.
2. Examined [ ] explanation of the Division having "Investigative Aids" rather than "Records or Files".
3. Reviewed the problems of processing despite many interruptions by analysts.
4. Explained proposed use of Task List Questionnaire.
5. Prepared Task List forms for employees.
6. Prepared Activity List forms for Supervisors.
7. Delivered forms to [ ] for reproduction.
8. Obtained statistics on reproduction workload
9. Prepared Interim report for 3rd week - copies to [ ]
10. Interviewed [ ] about variety of Indices Cards in file.
11. Completed inventory of files in Indices Section.
12. Received briefing from [ ] on his SB analysis.

Tuesday, 18 April

1. Followed covert clearance request thru each Section.
2. Interviewed [ ] on details on her Index Search.
3. Found extensive hand carrying of cases between Sections.
4. Discussed with [ ] the Mail Room and Courier duties.
5. Started drafting flow charts and detailed work Process Charts.
6. Discussed with [ ] Records and VM Schedules.

Wednesday, 19 April

1. Interviewed [ ] about TS files.
2. Discussed Topical files with Yvonne.
3. Examined her card files on work and Topical files.
4. Distributed Task List to Indices and F&A Sections
5. Gave Activities List to each Section Supervisors and Branch Chief.
6. Interviewed [ ] on flow of overt requests.
7. Discussed with [ ] ideas for R&A Section.
8. Discussed with [ ] relocating initial processing step.
9.  $\frac{1}{2}$  day Annual Leave.

Thursday, 20 April

1. Continued interview with [ ] on Overt requests.
2. Got from [ ] the Statistics on Indices Cards.
3. Discussed views on Work Stations with [ ]
4. Examined several Cabinets with [ ] and arranged for disposition of personal items of man transferred 3 years ago.
5. Completed inventory of non SRD files stored here.
6. Discussed with [ ] concluding processing steps on a case.
7. Recommended cutting Mail Room logging by 50%.
8. Variety of mailing addresses discussed with C/Commo Section.

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TAB- A

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Friday, 21 April

25X1

1. Saw [ ] about New Building floor plan.

2. Collected Task Lists and Activity Lists.

25X1

3. Consulted with [ ] on Project.

25X1

4. Consulted with [ ] and C/Files Section about [ ] posting EOD slips.

25X1

25X1

5. Consulted with [ ] on his proposal for rerouting incoming requests.

6. Discussed Index Cards in Files Section with [ ]

25X1

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STAT

I told  I had the report  
from Vince + would bring it in for  
him to see - He preferred to talk to  
Vince & did on 4/1/61  
4/2/61